

Grant & Per Diem: SmartSimple Guide

How-To: **Retrieve Your Executed OPTION YEAR Grant Agreement**

Step 1: Log in to Smart Simple, Select Option Year Activity

- The Owner of the Grant Record will select the Option Year Activity in the **My Task's** area

If you do not see a task here, you are not the Owner of the grant record

If you are not the Owner, you will not be able to complete this activity

VHA Homeless Grants: SSVF and GPD

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ALL GRANTS (1)

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#	Program	Type	FAIN/Grant ID	Organization Name	Status	Grant Fiscal Year
1	Grant and Per Diem	Per Diem Only	-2494-PD-22	GPD TESTING, INC	Approved	

My Tasks

ALL TASKS (1) PRELIMINARY DOCUMENT REQUEST (0)

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#	Organization Name	Grant Type	Grant ID	Activity Type	Status
1	GPD TESTING, INC	Per Diem Only	-2494-PD-22	Option Year Agreement	Sent to Grantee

Open the Activity Here

Step 2: After you open the activity, click Documents

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Approved

Grant Activity

Type: Option Year Agreement

Organization Name: GPD TESTING, INC

Grant ID: -2494-PD-22

Status: Sent to Grantee

Due Date: 07/23/2021

Option Year: Option Year 1

OVERVIEW DOCUMENTS

Instructions

Grant and Per Diem (GPD) National Program Office is issuing an option year grant agreement for the continuation of services and per diem payments under your current Per Diem Only award. Your option year approval is not finalized until your agency completes and submits the attached grant agreement and the document is counter-signed by VA.

SIGNATURES: The GPD Program Office will use scanned signatures this year. However, if GPD Program Office identifies discrepancies or concerns with any electronic or scanned signature provided, VA reserves the right to request that the document be resubmitted with a true ink signature. The individual signing the Grant Agreement must be authorized to make legal commitments on behalf of your agency (typically Executive Director level). Box 25 of the grant agreement must be a wet, original signature or an electronic signature of the person identified in box 23. This document can then be scanned if signed manually and uploaded to SmartSimple. VA WILL NOT accept typed names as signatures. Documents that display any crossed-out portions or have had whiteout applied will not be accepted.

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Save Draft Submit

Step 3: Download Executed Grant Agreement

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Approved

Grant Activity

Assign Person: Chelsea Watson

Type: Option Year Agreement

Organization Name: GPD TESTING, INC

Grant ID: TEST234-2494-PD-22

Status: Approved

Due Date: 07/23/2021

Option Year: Option Year 1

OVERVIEW DOCUMENTS

Executed Option Year Agreement

Grantee: Select the file below to view, download and save your executed grant agreement

Executed Option Year Agreement View

Click here

Name	Size	Date
ABC001-1235-637-PD-21.pdf	168.5 KB	09/12/2021 20:03

Total Files: 1

JUMP TO

Executed Option Year Agreement

Option Year Agreement Signed by Grantee

Step 4: Download the Executed Agreement and Save a Copy

Download a copy of the executed grant agreement (PDF format) to your computer. Share this document with others in your organization, as appropriate. Keep a copy in your grant administrative files.

Great job, this activity is now complete!